

CURRENT WORKLOAD

FORMS

Revise and Reprint - (Average an action a day)
Review all 226 Forms in O/S (Obsoleted 55 so far)

FILES

Confer with Office hands (Average an action a day).
Visit warehouse for eqt.
Assist clerical staffs with file supplies.
Inventory all Files in O/S.

DISPOSAL

Record Center Deposits and Recalls (Average 1 per wk.)
Revise and Up-date Control Schedule

VITAL RECORDS

Deposits and Revisions (Average 1 per mo.)

ADP

Compartmentation in OCS
ADP Security Procedures Handbook
SRD Index Conversion
Special Clearance Center Index
Special Clearance Center Billet System
Special Clearance Center Monthly Reports
Safe Combination Project
Status Report on Overt Case Processing (extension to covert cases).

SURVEYS

Safety Program Reporting Procedures
Badge Office Procedures and Files.
Review of Statistical Reporting Procedures.
Security Credential Control (memos, forms, and files)

OTHERS

Pre-departure Damage Assessment Project
Revision of Secrecy Agreement
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Security Records Liaison with other Agency officers (Average 1 per wk.)